Administrative - Internal Use Only

DD/M&S 73-3820

25 September 1973

MEMORANDUM FOR: Chief, Plans & Programs Branch/OS

       Mike:

       Attached is a copy of the agenda which I will submit to Mr. Brownman. If he wants to make any changes I will let you know as soon as I can. Otherwise you can assume that the attached is the agenda we will follow.

       <u>You will note that I have suggested that Objective #1</u> be discussed at the December conference in relation to the functional and zero base budget review now under way. You should have in mind that we will be looking for positions to eliminate in order to accomplish a reduction of 100 positions in the Directorate ceiling by the end of FY 1975. It may be that this discussion will have to take place before the December conference because we have to have the numbers distributed among the Offices in time for the Congressional Budget submission which we have to complete for the Directorate by the end of December. If we don't do it before, we certainly will have to have the discussion at the December conference. *1.*

       As we discussed this morning, <u>you may want to look at</u> Objectives #2, 3, 4, 16 and 17 with a view toward combining them or having #3, 4, 16 and 17 as subsets of #2. *2.*

       <u>We need to have the revised action plans for Objective #5</u> as soon as you can get them sorted out. *3.*

       At the August conference we said we would not make a separate exercise of responding to the IG report, but that it would be covered in subsequent management conferences. You don't mention it this time. <u>It should not be overlooked next time.</u> *4.*

       I think most of the other things we talked about are accounted for in the agenda. If any of this gives you any problem, or requires any clarification, please holler so we can make whatever adjustments may be required before next Tuesday.

STAT

Chief, DD/M&S Plans Staff

Att.

AGENDA

Management Conference - Office of Security

1:30 PM, 2 October 1973

1. Status of objectives.

    Objective #3.

    If more than 7410 will be completed by the 30 September milestone, perhaps the December milestone should be moved forward to November, or if left at December, perhaps the number of cases should be increased to 7425, 7450, or whatever is a reasonable revision of the target. Please comment.

    Objective #4.

    This objective was discussed at the 7 August conference and left open until this October conference. If there has been no change, perhaps this objective should be dropped. What do you recommend?

    Objective #5.

    See notes from 7 August meeting. This was to have been reassessed to determine what could be accomplished with the resources available. What is the current status?

    Objective #6.

    Why is this going so fast? At this rate when will it be completed? What happens then -- what will you have that you don't have now? How will you reallocate the resources that are now devoted to this objective?

    Objective #7.

    This objective also seems to be exceeding the plan. The same questions as addressed to objective #6 apply here. Please comment.

    Objective #12.

    Having completed the review of the cited documents, do you plan to recommend revisions to any of them? If not, why not? If you do plan to recommend revisions, what are they? Please discuss.

drugs.

Objective #15.

The first milestone was exceeded by four months. Why so much lag between completion of the first milestone and the first offering of the course? Why hold to the original schedule to offer it if it is ready now?

2. Status report on the reorganization.   STAT

5. Status report on Badge Machine (Objective #19).

6. Follow-up actions to [   ] find.   STAT

7. Status report on the terrorist committee (see para 11 of records of 7 August conference).

8. Status report on the cover problem [   ] see para 15 of   STAT
7 August conference report).

9. Status report of preparation to respond to Congressional interest in amending CIA legislation (see para 16 of 7 August conference report).

10. Computer privacy report distributed by the Department of HEW. Please discuss. (See OS Weekly Report of 31 August and 7 September.)

11. Desirability of reporting only on selected objectives during each management confernce. Discussion.

12. In December it is suggested that you be prepared to discuss:

Objective #1 in relation to the functional review and zero base budget currently underway.

Objective #5 in relation to revised action plans.

Objective #12.

Objective #14.

Objective #17 (to be revised).

Objective #19

Other objectives will be discussed only if there is a significant deviation from the action plan related to each. At the December conference the Director of Security will identify those objectives he would recommend to be reported upon in detail at the February conference.